

Date: November 2004

To: Chairs of Recognized Community Planning Groups and Community Planners Committee [CPC] Representatives

From: Betsy McCullough, Deputy Planning Director

Subject: Community Planning Group Review of Council Policy 600-24

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On October 26, 2004, the CPC voted unanimously to support formal distribution of the CPC subcommittee's draft of revisions to Council Policy 600-24 entitled: Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees." An item was scheduled for the November 10 at the Land Use and Housing Committee of the City Council, however the meeting was not held. The City Manager's Report 04-241 was published and distributed to all Council members, and a link to it was sent to all CPC representatives. The report stated that there would be a wider distribution and discussion of proposed revisions to the Policy and that staff anticipated a return to the Land Use and Housing Committee in the spring [March or April] following a CPC vote regarding the proposed revisions. The Committee will vote on the proposed revisions prior to forwarding to the City Council for adoption.

The purpose of this letter is to provide some details and options to recognized community planning groups about the upcoming several months of review.

Who Should Review the Proposed Policy Revisions: Staff and the CPC subcommittee expect that review by planning groups may occur in different ways. Individual planning groups' review may occur at a group's regular meetings, or through a subcommittee [such as a bylaws subcommittee], or by delegation of the responsibility to the CPC representative. The CPC bylaws actually indicate that duly-appointed CPC representatives may take a position on an issue raised at a CPC meeting [such as the revisions to Council Policy 600-24] without securing specific authority from their group to take such an action. Typically, however, some more extended discussion occurs at the individual planning group level. Also, planning groups may choose to vote on the proposed revisions to the Policy or may simply forward comments [see below].

Purpose of the CPC Issues and the Planning Department Staff Issues Matrices: The revisions to Council Policy 600-24 proposed by the CPC subcommittee were based on a series of issues raised by both the CPC and by City staff. The issues were identified and discussed to determine if they required revisions to either the Council Policy or the Administrative Guidelines. If needed, the revisions were drafted by Planning Department staff and reviewed and modified by the subcommittee. The 3<sup>rd</sup> CPC Subcommittee draft is the outcome of the subcommittee and staff's work. The matrices will give current reviewers an idea of the variety of issues discussed, and will give examples of some of the preliminary recommendations from the subcommittee. Those initial concepts were further modified in the context of the entire Council Policy, although most revisions in the 3<sup>rd</sup> draft are consistent with the discussions in the matrices.

Timeline for Planning Group Review: Review may already be underway by those planning groups that have been following the CPC subcommittee process. Those planning groups not yet reviewing the proposed Policy amendments should be aware that staff will be asking CPC representatives at the January meeting how the individual groups' reviews are progressing. At this point, the expected CPC date for voting on the proposed changes is February 22.

What Changes in the Policy Mean to Your Planning Group: The CPC subcommittee discussed a series of amendments to the Policy. For some of the proposed changes, the subcommittee believed that individual planning groups' bylaws should be revised to reflect the Policy provisions. These provisions tend to be ones that help planning groups operate more easily, allow staff to assist with bylaws questions more easily because of consistency among planning groups, and allow the planning group to be more accountable in its operations. Examples of these revisions are no proxy voting and the consistent interpretation of the "beyond 8 or 9 years" service on a planning group.

The subcommittee recognized that other revisions were the types that provide general guidance or options for planning groups to operate within. These provisions allow planning groups to have tailored provisions that better match the community's characteristics. An example of these provisions is allowing multiple voting locations or times during the month of March for the planning group's election.

Therefore, implementing the revised provisions of Council Policy 600-24 may require changes to individual groups' bylaws if they are to come into compliance with the Policy. It is anticipated that City staff will be available to assist in bylaw review and electronic production.

What to Do With Questions or Comments: Staff intends to track specific recommendations and comments made by planning groups and group members. Many of you may ask the same question, and staff wants to be able to respond consistently and keep track of our responses. Starting on November 19, we will be accepting written comments or questions at the email address dedicated to recognized planning groups: [SDPlanningGroups@sandiego.gov](mailto:SDPlanningGroups@sandiego.gov). A matrix will be created to track issues and responses and will be made available to all planning groups for reference. Your assigned community planner will also be prepared to answer your questions.

Electronic Location of Documents: The documents for review will be posted to the Planning Department's website by November 24. The link to the discussion documents is: <http://www.sandiego.gov/planning/cpg.shtml>

Thanks for your participation in the review process.